

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: 4/19/06

Division: County Attorney

Bulk Item: Yes No

Department: _____

Staff Contact Person: Susan Grimsley

AGENDA ITEM WORDING: Approval of proposal , which upon execution becomes a contract, from Municipal Code Corporation, to provide a revised and consistent Monroe County Code in new volumes.

ITEM BACKGROUND: The Code was adopted in 1979. There have been 90 supplements. Some provisions may be inconsistent or not current, i.e. Division and Department names, or may not comport with current law. The Land Development Regulations take up nearly half the current volume, which is cumbersome to use. The Code needs to be updated.

Municipal Code Corporation will provide a 2 volume, 8 ½ x 11 Code, with easier to read pages and with full legal review and coordination with the County Attorney's Office. There are formatting and electronic options which will be determined later according to the proposal.

PREVIOUS RELEVANT BOCC ACTION: None

CONTRACT/AGREEMENT CHANGES: None

STAFF RECOMMENDATIONS: Staff recommends approval.

TOTAL COST: up to \$40,000.00

BUDGETED: Yes No

COST TO COUNTY: up to \$40,000.00

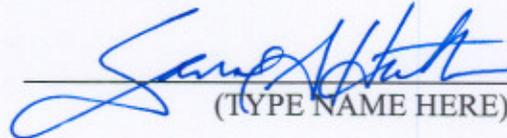
SOURCE OF FUNDS: County Attorney's Budget

REVENUE PRODUCING: Yes No

AMOUNT PER MONTH _____ **Year** _____

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:



(TYPE NAME HERE)

DOCUMENTATION: Included Not Required

DISPOSITION: _____

AGENDA ITEM # _____

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: Municipal Code Corporation Contract # _____
 Effective Date: April 19, 2006
 Expiration Date: when completed

Contract Purpose/Description:

To revise and re-publish the Monroe County Code in 2 volumes, one for the Land Development Regulations and one for the basic Code. 8 1/2 x 11 format. Legal review for internal consistency and consistency with State Law will be provided for both volumes.

Contract Manager: Susan Grimsley 3477 County Attorney/7
 (Name) (Ext.) (Department/Stop #)

for BOCC meeting on April 19, 2006 Agenda Deadline:

CONTRACT COSTS

Total Dollar Value of Contract: \$ up to \$40,000.00 Current Year Portion: \$ \$14,290.00

Budgeted? Yes No Account Codes: _____
 Grant: \$ _____
 County Match: \$ _____

ADDITIONAL COSTS

Estimated Ongoing Costs: \$ approx. 20,000.00/yr 2006-07 For: Balance of Contract
 (Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Risk Management	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
O.M.B./Purchasing	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
County Attorney	<u>4-5-06</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>S Grimsley</u>	<u>4-5-06</u>

Comments: _____

**Municipal Code Corporation**

PO Box 2235 Tallahassee, FL 32316

800-262-2633 • Fax: 850-575-8852 • info@municode.com**Municode.com**

January 12, 2006

Ms. Susan Grimsley
Assistant County Attorney
Monroe County, Florida
Grimsley-susan@monroecounty-fl.gov

Dear Ms. Grimsley:

Thank you for speaking with our Sales and Marketing Representative, Faye Creel. We are pleased to enclose our professional services proposal for republishing the County's Code of Ordinances and Land Development Code (LDC).

While the proposal accurately describes what we do, it is difficult to convey our enthusiasm and attitude - which is indicative of the service you will receive - in the written word. However, we feel strongly that the service received from MCC is unsurpassed in every aspect. Consider, for instance:

- * **Our experience.** MCC has published Codes for over 3000 municipalities and counties in 49 states over a period of 54 years. Our 16 attorneys have an average tenure of over 17 years with the company.
- * **Our legal expertise.** One of our attorneys is available to perform a legal review of your Code, if desired. You cannot find more thorough research and analysis.
- * **Our personal touch.** No one makes more helpful suggestions nor spends more time working on solutions to problems.
- * **Our commitment to technology.** We are the only codifier with full Internet access, a home page containing hundreds of Codes, a municipal attorney list service, a clerk's list service and e-mail capability between you and all MCC employees.

The enclosed materials include, in addition to our proposal, a list of our clients and several brochures. If you have any questions concerning our proposal or desire additional information, please contact Danielle Galvin or me.

Our Vice President of Sales, Dale Barstow, is available to meet with the County to discuss this project, if desired.

We have recently signed contracts or published Codes for Columbia County, Glades County, and Okaloosa County, Florida. We appreciate every opportunity to be of service to the County and look forward to hearing from you.

Sincerely,

A. Lawton Langford
President/CEO

PROFESSIONAL SERVICES PROPOSAL

The **MUNICIPAL CODE CORPORATION**, a corporation duly authorized and existing under the laws of the State of Florida, hereinafter referred to as MCC, hereby offers to republish the Code of Ordinances for **MONROE COUNTY, FLORIDA**, a political subdivision duly organized and existing under state law, hereinafter referred to as the County, according to the following terms and conditions.

PART ONE REPUBLICATION OF THE CODE

- (1) **EDITORIAL WORK.** The editorial work on the Code will include the following:
- a) ***Incorporate Ordinances.*** The ordinances of the County enacted subsequent to the latest ordinance included in the existing Code will be incorporated into the codification in their appropriate places. The amended or repealed provisions will be removed and the new provisions inserted.
 - b) ***History Notes.*** Where possible, history notes from the existing Code will be maintained in the new Code. MCC will also add a note for each section added during the project. The note will indicate the source from which the section is derived.
 - c) ***Chapter Analysis.*** Each chapter of the new Code will be preceded by a detailed analysis listing the articles, divisions, and sections contained therein.

(2) **INDEX.** A comprehensive, legal and factual general index for the entire Code will be prepared. All sections are indexed under major subjects with appropriate section citations. Columnar citations are used to enhance the ease of reference.

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- (3) **TABLES.** The following Tables will be prepared for the new Code:
- a) ***Table of Contents.*** This Table will list the chapters, articles or divisions of the Code, with appropriate page numbers.
 - b) ***Comparative Table.*** If feasible, prepare a Comparative Table, listing the ordinances included in the Code, in chronological sequence and setting out the location of such ordinances in the Code.

A table will also be prepared setting out all sections of the prior Code included in the new Code.

(4) **TYPESETTING AND PROOFS.** After typesetting has been completed, MCC will submit one set of proofs to the County for review. The County may make word changes on the proofs without charge. However, the County will be charged for changes or deletions constituting more than one page of type.

It shall be the duty of the County to return the proofs, with the changes indicated thereon, within forty-five (45) days from the date of their receipt. If proofs are not returned within forty-five (45) days and no notice to the contrary is received by MCC, it will be assumed that no changes are to be made. MCC will then proceed to print the Code and no changes shall thereafter be allowed.

Should the County request to review the proofs beyond forty-five (45) days but fails to return them within five (5) months, the contract balance shall become due and payable. Upon mutual agreement regarding time and compensation, MCC shall update the proofs with subsequent enactments before delivery of the printed Code.

MCC guarantees typographical correctness. Errors attributable to MCC will be corrected throughout the term of the contract without charge to the County. MCC's liability for all services shall extend only to the correcting of errors in the Code or future supplements, not to any acts or occurrences as a result of such errors and only so long as the contract is in effect.

(5) **PRINTING AND BINDING.** When the County returns the proofs, MCC will proceed with printing and binding the Code in accordance with the following:

- a) **Copies.** The number of copies desired by the County will be printed on 50 lb. premium multi-purpose paper.
- b) **Page format.** MCC's page format is designed for consistency and readability. The page size will be consistent with the format chosen by the County: 8 ½ x 11 inches, single column or 8 ½ x 11 inches, double column (samples attached). We provide two different page headers, chapter and Code name, to allow better navigation within the Code. We also provide ears to designate the section the page contains. Our page numbering allows for growth within the volume, as does our reserved chapter options.
- c) **Type size.** Various type sizes are available for text. MCC will publish the Code in ten-point type unless otherwise specified. Notice of such font change must be given prior to the completion of the editorial work so that the impact upon cost can be determined and discussed. MCC provides many different font sizes. We recommend a ten-point size to reduce the size of the volume. The ten-point size is legible and also provides for minimizing the volume size. We also offer eleven- and twelve-point size.
- d) **Tables and graphics.** Tables, drawings, designs, Algebra formulae, graphics, or other material that require special methods of reproduction or modification, will be charged as set out on the Quotation Sheet. MCC will require an electronic file of the tables and graphics included in the Code and/or a clean printed copy.
- e) **Binding.** MCC will bind copies of the completed Code in expandable post binders with slide lock fasteners. Covers will be imitation leather and available colors are black, burgundy, blue, red, or green, with gold lettering. Other binder choices are available (D-ring and three-ring). Cost may vary. Additional binders can be ordered at any time at the then-current prices.
- f) **Separator tabs.** MCC will furnish separator tab sheets (Mylar tabs) for the bound Codes. The tabs will reflect the major divisions or chapters of the Code.

**PART TWO
ADDITIONAL SERVICES AVAILABLE**

(1) **LEGAL REVIEW OF ORDINANCES.** MCC offers, under the direction of the County Attorney, to review the ordinances against state law. MCC's attorney assigned will submit an editorial memorandum to the County Attorney outlining all recommendations for eliminating duplications, inconsistencies and obsolete provisions. All recommendations are intended for use by the County Attorney, and as such are not to be considered legal advice to a layperson. Appropriate state statute references will be included in the Code as deemed necessary. A Statutory Reference Table will be prepared, listing by statutory citation all sections carrying a reference.

Recommended provisions desired to be included as a result of the legal review will be incorporated in the Code upon specific instructions from the County. Amendatory ordinances may be included in the future through the Supplement Service as provided in Part Three.

(2) **CONFERENCE WITH ATTORNEY (Optional).** MCC's attorney, who performed the legal research of the Code, will travel to the County for a conference with the County's attorney and other interested officials. The following will occur at the conference:

- a) **Issues.** Issues discussed will include all inconsistencies and conflicts discovered during research, as well as obsolete provisions.
- b) **Solutions.** Recommendations will be made regarding solutions to the issues discussed.
- c) **Implementation.** Agreed upon solutions will be implemented with the help of MCC's attorney. The County's attorney has the ultimate decision making authority for solutions and implementation.
- d) **Sample Ordinances.** MCC has an extensive collection of Sample Ordinances. Recommendations will be made regarding new legislation on specific subjects where there is an obvious need. To facilitate this, the County should request recommendations on subjects of specific concern. This service can be continued through the Supplement Service, see Sample Ordinance Service under Part Two of this proposal.
- e) **Organization.** Organization can be reviewed with the County providing comments, criticisms or suggestions.

If an on-site conference is not desired, MCC's attorney will conduct a teleconference or webinar.

(3) **STATE LAW REFERENCES.** In the event the County does not choose the option for a complete legal review of the ordinances, MCC offers to add state law references as a part of the editorial process.

(4) **REPRINT PAMPHLETS.** Additional copies of specific chapters or any portion of the Code may be printed and bound in paper covers for separate sale or distribution by the County. Quotations for specific chapters in pamphlet format will be furnished upon request.

(5) **CODE FURNISHED ELECTRONICALLY.** The Code can be furnished in a variety of electronic formats as described below. All formats will be updated through the most recently published ordinance in the printed Code.

- a) **Folio BoundVIEWS.** This is a full text search engine that supports standard Boolean logic, phrase searching, proximity searching and word stemming to include word variations and synonyms in searches. Every word of the Code is electronically indexed so queries are performed on the entire Code. A powerful, context-sensitive, on-line help system is included within **Folio BoundVIEWS**, though the software is sufficiently intuitive to use without consulting the help library.
- b) **Code on the web.** The Code may also be included on MCC's web site (www.municode.com). The site contains a collection of more than 1,600 local government Codes and is available to anyone with Internet access. All Codes on the site are integrated with a search engine and amendments to the Code are incorporated as the book is updated. A link to the County's web site can also be provided.
- c) **Word processing format.** The master database of the Code can easily be converted into an RTF format that is useable in most of today's popular word processing formats, e.g., WORD or WordPerfect. Alternatively, the Code can be provided in a generic text format such as ASCII or HTML.
- d) **Code in Adobe PDF Format.** MCC can provide the Code in PDF format. MCC will apply bookmarks for the chapters and, if available, the PDF version will contain a minor search tool. MCC may not be able to provide the Municipality a search tool in certain instances. The Municipality will need a copy of the Adobe Viewer (available for download for free from adobe.com). The PDF format matches the printed page and MCC provides a complete updated PDF each time the Code has been supplemented. Should the Municipality desire to also receive just the Supplement, an additional update fee applies. There is no licensing that applies to this format, but there are not the search capabilities built into Adobe as there are in the above Folio product.
- e) **Support and training.** Telephone support for all of the above-mentioned programs is available during working hours by calling our toll-free number (800-262-CODE). Most problems are resolved in one call and this support is free of charge. Installing software is easily accomplished by the County IT staff, although MCC's support is available during installation, if needed. All of the above-mentioned programs are very intuitive and typically do not require separate training, however, on-site training is available. A written quotation will be provided upon request.

PART THREE
REPUBLICATION OF LAND DEVELOPMENT CODE (LDC)

(1) **EDITORIAL WORK.** MCC offers to publish the LDC as a companion volume to the Code of General Ordinances to include the following:

- a) ***Incorporate Amendments.*** All amendments will be incorporated in their appropriate places.
- b) ***Review with General Ordinances.*** LDC will be reviewed with the General Ordinances and conflicts, inconsistencies and obsolete provisions will be brought to the attention of the County's attorney.
- c) ***History Notes.*** A history note will be prepared for each section of the new publication. The note will indicate the source from which the section is derived.
- d) ***Catchlines.*** Each section will be preceded by a catchline which shall reflect the content of the section.
- e) ***Section Analysis.*** Each section will be preceded by a detailed analysis listing the sections therein.
- f) ***Table of Amendments.*** A Table will be established for listing all future amendments and their disposition in LDC.
- g) ***Index.*** A comprehensive, general word Index will be prepared for LDC.

(2) **LEGAL REVIEW OF LDC.** MCC offers, under the direction of the County Attorney, to review the LDC against state law. MCC's attorney assigned will submit an editorial memorandum to the County Attorney outlining all recommendations for eliminating duplications, inconsistencies and obsolete provisions. All recommendations are intended for use by the County Attorney, and as such are not to be considered legal advice to a layperson. Appropriate state statute references will be included in the LDC as deemed necessary. A Statutory Reference Table will be prepared, listing by statutory citation all sections carrying a reference.

Recommended provisions desired to be included as a result of the legal review will be incorporated in the LDC upon specific instructions from the County. Amendatory ordinances may be included in the future through the Supplement Service as provided in Part Three.

(3) **PRINTING AND BINDING.** The style, format, printing and binding of LDC will be as set out in Part One above. Proofs will be submitted prior to final printing.

**PART FOUR
SUPPLEMENT SERVICE FOR CODE AND LDC**

(1) **ORDINANCES TO BE FURNISHED BY COUNTY.** The County shall forward to MCC copies of the ordinances upon final enactment by the County. The ordinances may be furnished in hard copy, on diskettes or via e-mail (ords@municode.com).

(2) **SCHEDULE.** After shipment of the new Code and LDC, MCC will keep the Code and LDC up-to-date by the publication of Supplements that will contain the new ordinances of a general and permanent nature enacted by the governing body. The Supplements can be published on a schedule to meet the requirements of the County. A minimum of thirty (30) working days will be required for delivery of a Supplement.

(3) **ELECTRONIC SUPPLEMENTATION.** If the County has chosen to receive the Code and LDC in electronic media as set out in Part Two of this agreement, MCC can provide the Supplements electronically on a schedule to meet the County's needs, e.g., monthly or bimonthly. The County may choose to have hard copy Supplements printed less frequently. The electronic media will reflect the entire Code and LDC as updated through the most recent Supplement.

(4) **NEW ORDINANCES on the WEB (N.O.W.).** MCC can post your ordinances on the web between supplements so that anyone searching your Code or LDC will find the most current legislation. To view this service, go to the Jacksonville, FL Code of Ordinances - See "Ordinances Enacted/Not yet Codified" located at the beginning of the Table of Contents.

Although your ordinances will be a part of your Code and LDC database, MCC will not edit the Code or LDC to include the new ordinances - we will simply post the ordinances in their original form.

The Code and LDC on the Web is maintained through the supplement Service. Once ordinances posted through the N.O.W. service are included in a supplement to the Code and LDC, they will be removed from the web.

If you would like ordinances incorporated into the electronic version of the Code and LDC more often than your printed Code and LDC is updated, please consider our Electronic Supplementation service.

(5) **EDITORIAL SCRUTINY.** The new ordinances will be studied by a member of the editorial staff of MCC in conjunction with the existing provisions of the Code and LDC for the purpose of determining if any provisions of the basic Code or LDC are repealed, amended or superseded. The page or pages of the Code and LDC containing provisions that are repealed or amended by ordinance shall be reprinted or printed to remove such repealed or amended provisions and to insert the new ordinances.

(6) **EDITORIAL NOTES.** Appropriate editorial notes will be prepared and appended as deemed necessary by MCC. State law references appended to the new ordinances by the County Attorney will be included as appropriate footnotes.

(7) **INDEX AND TABLES.** When the inclusion of new material necessitates changes in the index, appropriate entries will be prepared and the necessary pages of the index will be printed or reprinted to include the new entries.

The Comparative and State Law Reference Tables will be kept up-to-date to reflect the new ordinances and state law citations, if any, included in each Supplement. The Table of Contents will also be kept current to reflect changes in the Code and LDC.

(8) **INSTRUCTION SHEET.** Each Supplement will contain a page of instructions for removal of the obsolete pages and insertion of the new pages. The latest ordinance included in the published Supplement will be noted in boldface type on the Instruction Sheet.

(9) **CHECKLIST.** A checklist of up-to-date pages will be prepared and kept current for the benefit of the user. The checklist of up-to-date pages will allow instant determination of whether the user is relying on a page reflecting current ordinances.

(10) **GRAPHICS.** Should the Supplement contain tables, drawings or graphics for which special methods of reproduction or modification are required, the costs will be as set out on the Quotation Sheet.

(11) **REPRINTS.** The looseleaf reprint pamphlets, which contain certain portions of the Code or LDC, including appropriate index pages, will be kept up-to-date at the same time the Code and LDC volume is supplemented, if desired.

(12) **SAMPLE ORDINANCE SERVICE.** Sample provisions of specific subjects will be furnished upon request. A sample ordinance index will be furnished for use in requesting the desired sample provisions.

(13) **UPDATE STATE LAW REFERENCES.** Due to the nature of Supplementation, the state law references in a Code and LDC become outdated. MCC offers to update and add state law references at any time during this contract. MCC would also update the State Law Reference Table. Accordingly, a more complete legal review can be provided. See paragraph (14) below.

The cost for the state law reference updating would be on an hourly basis, not to exceed a specific number of hours as agreed upon by MCC and the County.

(14) **LEGAL REVIEW OF CODE AND LDC.** At any time in the future, the County may request information and a cost for MCC to review the Code and LDC on a chapter-by-chapter basis against the current state law. Written recommendations will be submitted to the County Attorney as to any Code or LDC changes deemed necessary or desirable as a result of such legal review. MCC's attorney will work with the County Attorney in drafting legislation as deemed necessary.

The cost for the legal review and drafting services would be on an hourly basis, not to exceed a specific number of hours as agreed upon by MCC and the County.

(15) **SHIPMENT; DISTRIBUTION.** Supplements will be shipped to the County for distribution to the holders of the Codes and LDC.

(16) **MCC AS TOTAL CODE ADMINISTRATOR.** MCC will maintain an inventory of Codes, LDCs, and Supplements for sale to the public, over and above the number specified in this agreement for County use. MCC will be responsible for having available up-to-date copies of the Code and LDC for purchase by current and future subscribers. MCC will be responsible for marketing the Code and LDC to existing or potential subscribers.

All handling expenses and risk of future sales of the Code and LDC will be incurred by MCC. MCC will set the sale price for the Code and LDC and future Supplements, as approved by the County.

Should the County need additional copies of the Code or LDC, MCC will provide the desired number of copies at a discounted price.

(17) **TERMINATION.** The Supplement Service as provided herein shall be in full force and effect for a period of three (3) years from the date of shipment of the completed Code and LDC to the County. Thereafter, the Supplement Service will be automatically renewed from year to year, provided that either party may alter or cancel the terms of this Part Three upon sixty (60) days' written notice.

QUOTATION SHEET

PART ONE – REPUBLICATION OF CODE

(1)	Base cost, includes	\$10,985
	a) Editorial work	
	b) Graphics, tabular matter	
	c) Typesetting and proofs	
	d) Indexing	
	e) Printing and binding	
	i. Number of copies	97
	ii. Number of binders	97
	iii. Number of sets of special order tabs	97
	iv. Estimated pages (please choose desired format) ¹	
	<input type="checkbox"/> 8 ½ x 11 inches, single column	710
	<input type="checkbox"/> 8 ½ x 11 inches, double column	510
(2)	Base cost does not include:	
	a) Pages in excess of those listed above will be billed as follows:	
	i. 8 ½ x 11 inches, single column	\$12
	ii. 8 ½ x 11 inches, double column	\$16
	b) Freight charges (invoiced upon shipment)	Prepaid
	c) State sales tax, if applicable	

PART TWO – ADDITIONAL SERVICES AVAILABLE

(1)	Legal Review of Code, (includes updating of state law references)	\$3,375
(2)	On-Site Conference with MCC Attorney, (Optional)	\$1,500
✓ (3)	Teleconference or webinar, per 3 hour session	\$250
(4)	Implementation of Legal Review	\$2,500
(5)	Updating state law references	Quotation upon request
(6)	Reprints	Quotation upon request
(7)	Electronic Code:	
	a) Data integrated with Folio BoundVIEWS , three licenses	No Charge
	b) Each additional license	\$75
	c) Site license for up to 15 users	\$1,000
	d) Code on the Internet, per year (includes up to four updates)	\$350
	e) Code formatted for word processing	No Charge
	f) Code in Adobe PDF format, includes the search function	\$495

¹ A page is defined as the area on one side of a sheet of paper. A sheet contains two (2) pages.

PART THREE – REPLICATION OF LDC

(1)	Base cost, includes	\$9,765
	a) Editorial work	
	b) Graphics, tabular matter	
	c) Typesetting and proofs	
	d) Indexing	
	e) Printing and binding	
	i. Number of copies	97
	ii. Number of binders	97
	iii. Number of sets of special order tabs	97
	iv. Estimated pages (please choose desired format) ¹	
	<input type="checkbox"/> 8 ½ x 11 inches, single column	550
	<input type="checkbox"/> 8 ½ x 11 inches, double column	400
(2)	Base cost does not include:	
	a) Pages in excess of those listed above will be billed as follows:	
	i. 8 ½ x 11 inches, single column	\$12
	ii. 8 ½ x 11 inches, double column	\$16
	b) Freight charges (invoiced upon shipment)	Prepaid
	c) State sales tax, if applicable	
(3)	Legal Review of LDC, (includes updating of state law references)	\$2,615
(4)	On-Site Conference (Optional) will be combined with Conference for Code	
(5)	Teleconference or webinar, will be combined with conference for Code	
(6)	Implementation of Legal Review	\$1,800
(7)	Electronic Code:	
	a) Data integrated with Folio BoundVIEWS , three licenses	No Charge
	b) Each additional license	\$75
	c) Site license for up to 15 users	\$1,000
	d) Code on the Internet, per year (includes up to four updates)	\$350
	e) Code formatted for word processing	\$150
	f) Code in Adobe PDF format, includes the search function	\$495

PART FOUR – SUPPLEMENT SERVICE

(1)	Annual fee for Supplements	None
(2)	Number of copies	97

¹ A page is defined as the area on one side of a sheet of paper. A sheet contains two (2) pages.

(3)	Cost per page	
a)	8 ½ x 11 inches, single column	\$19
b)	8 ½ x 11 inches, double column	\$23
c)	Graphics, additional charge each ¹	\$10
d)	One set of updated electronic media, per Supplement (cost in addition to regular Supplement per page charge)	\$75
e)	Additional sets of updated electronic media, per set	\$75
(4)	Electronic Supplementation (Costs include printed supplements on a semiannual or annual basis.) These costs are in lieu of costs above.	
a)	Quarterly or bimonthly schedule, cost per page:	
i.	8 ½ x 11 inches, single column	\$19
ii.	8 ½ x 11 inches, double column	\$23
b)	Monthly schedule cost per page:	
i.	8 ½ x 11 inches, single column	\$24
ii.	8 ½ x 11 inches, double column	\$28
(5)	New Ordinances on the Web (N.O.W.) ²	
a)	Cost per ordinance, posted within 5 working days	\$15
b)	Cost per ordinance, posted within 2 working days	\$25
(6)	Sample Ordinance Service - during the first year following shipment of the Code	No charge

PAYMENT

(1)	Upon signing of the contract	\$8,300
(2)	<u>(Optional)</u> Upon submission of editorial memorandum, if legal review of Code and LDC is chosen, Part Two, paragraph (1)	\$5,990
(3)	Upon receipt of proofs	\$7,265
(4)	Balance upon delivery of Code and LDC.	
(5)	Payment for the Supplement Service will be due upon receipt of an invoice. Supplements will be invoiced when shipped.	
(6)	Freight charges will be prepaid and invoiced at time of final billing.	

¹ If a graphic is larger than one page, the charge is then per page.

² Minimum \$50 per posting.

This proposal shall be valid for a period of ninety (90) days from the date appearing below.

Submitted by:

MUNICIPAL CODE CORPORATION

Alicia M. Bywaters
Witness

Alan J. Long
President/CEO

March 7, 2006

Accepted by:

MONROE COUNTY, FLORIDA

**BOARD OF COUNTY
COMMISSIONERS**

ATTEST: Danny Kolhage
Clerk of Court

Clerk/ Witness / Deputy Clerk

Title Mayor/Mayor ProTem

Date

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM:

Susan M. Grimsley
SUSAN M. GRIMSLEY
ASSISTANT COUNTY ATTORNEY



Municipal Code Corporation

PO Box 2235 Tallahassee, FL 32316

800-262-2633 • Fax: 850-575-8852 • info@municode.com

Municode.com

QUALIFICATIONS

BACKGROUND

For the last 54 years, Municipal Code Corporation has engaged exclusively in editing and publishing Code for municipalities and counties of all sizes throughout the United States. MCC has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available.

Business location:	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
Incorporation Date:	March 1951
Current Code Accounts Serviced:	3,000
Project Contact Persons:	Dale Barstow, Vice President – Sales Diane J. Kyrus, Vice President – Codes

KEY PERSONNEL ASSIGNED TO PROJECT

(1) **Legal:**

Diane J. Kyrus, Vice President – Codes

B.A., Old Dominion University; J.D., William and Mary School of Law

Will have overall supervision of the project. Ms. Kyrus will assign the MCC staff attorney, who will perform all legal review, research and recommended language for the new Code. The same attorney will attend the manuscript conference.

(2) **Editorial:**

Don Wood, Code Editor

B.S., Georgia Southern College; M.S., Boston University

32 years' of editorial experience, including 13 years' editing Codes. Will be assigned to arrange Code and supervise the editing, which includes proper phraseology, preparation of tables, catchlines, history notes, cross references, and other editorial notes.

(3) **Production:**

John Dombroski, Vice President – Supplements

B.A., Trinity College; J.D., Cornell Law School; LL.M., George Washington University;
Member of Connecticut Bar

Supervisor of electronic teams. MCC has deployed a team concept. This type of organization structure allows for complete communication, reduces the turn-around time for publication, and assures greater accuracy. Since each team is comprised of two editors, two typesetters and two proofreaders, it allows for what we call "bench depth" – there is always a backup person.

Frank Slaughter

43 years' of experience in commercial printing.

Norman Williams

33 years of experience in commercial printing and binding.

(4) **Indexing:**

Dan Pyle, Indexing Supervisor

A.A., Tallahassee Community College; Member of American Society of Indexers.

24 years' experience in indexing Codes. Will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.

(5) **Information Technology:**

Phillip Claiborne, Chief Information Officer

B.S., Management Information Systems, Florida State University; A+, Net+, Security+, MCSA

5 years' experience in network administration.

Christopher J. Poarch, Network Administrator

B.S., Information Studies, Florida State University; MCSE, MCSA, MCP

4 years' experience in network administration.

Jonathan Cone, Web Developer

B.S., Management Information Systems, Florida State University

3 years' experience developing web based applications

Bobby Davis, Web Developer

B.S., Management Information systems, Florida State University

2 years' experience developing web based applications

Elliot Haworth, Web Developer

B.A., Computer Science, Mercer University

3 years' experience desktop application programming and developing web based applications

Raymond Lillibridge, Application Developer

Lively Vocations-Technical Center

24 year's experience: System administration, systems analysis, and custom software development using multiple operating systems and programming languages

LaRae Chasteen, Application Technician

Nine years experience publishing, five years developing custom window based applications

Jerry W. Harrel, Production Manager, Minutes, and Imaging

B.S., Organizational Management, Covenant College

10 years' U.S. Army, Personnel Senior Sergeant; 11 years' experience in electronic archival and storage; 6 years' experience in imaging and electronic publishing

Jack Collins, Technical Support

B.S., Journalism, University of Florida

32 years' experience in technical support

LAW EDITORIAL STAFF

George R. Langford, LL.B., University of Virginia; 54 years' experience in editing and publishing city and county Codes; Chairman of the Board.

A. Lawton Langford, B.A., Vanderbilt University; M.B.A., J.D., Florida State University; Member of Florida Bar; President/CEO.

Harold E. Grant, B.S., U. S. Naval Academy; J.D., Florida State University; former Judge Advocate General, U.S. Navy; Member of Florida Bar; Executive Vice President and Chief Operating Officer.

John E. Dombroski, B.A., Trinity College; J.D., Cornell Law School; LL.M., George Washington University; former Chief Judge of Navy/Marine Corps Court of Criminal Appeals; Member of Connecticut Bar; Vice President of Supplement Department.

Milt Lefkoff, A.B., Stanford University; J.D., University of Georgia; 34 years' experience in editing city and county Codes; Member of Georgia Bar.

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida; 32 years' experience in editing city and county Codes; Member of Florida Bar.

William James Carroll Jr., B.S., Penn State University; J.D., Florida State University; 30 years' experience in editing city and county Codes; Member of Florida Bar.

Roger D. Merriam, B.A., Mercer University; J.D., Emory University; 30 years' experience in editing city and county Codes; Member of Florida Bar.

H. Palmer Carr, B.A., J.D., Mercer University; 10 years' private practice and public service; 16 years' experience in editing city and county Codes; Member of Georgia Bar.

David G. Poucher, B.S., Florida State University; J.D., St. Mary's University, San Antonio; LL.M. (Tax), William and Mary; over 10 years' experience in civil, oil, and gas, and administrative law; 12 years' experience in editing city and county Codes; Member of Florida Bar.

Daniel F. Walker, B.S., Florida Southern College; J.D., Georgia State University; 8 year's private practice; 4 years' experience in editing city and county Codes; Member of Florida and South Carolina Bars.

Luke A. Saarela, B.S., University of Florida; J.D., Florida State University; 2 year's experience in editing city and county Codes.

James C. Jenkins, II, B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, NY; 10 years' experience in legal research preparation in case law.

SUPPORT PERSONNEL

The entire staff, including the printing operation, consists of approximately 140 employees, including 14 attorneys, 29 editors, and 46,000 square feet of floor space.

MCC's Electronic Publishing Division maintains full-time proofreaders and typesetters, in addition to sufficient clerical help to respond quickly and accurately to virtually any request from a client.

All facilities, including a printing plant, which prints Codes and Supplements to meet the contractual requirements of MCC, are located on our premises. This enables us to control each project from beginning to end with no part being subcontracted. Key personnel are available to answer questions during any phase of the project and to assure quality control in all aspects of publication.

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SAMPLE

APPLICATION, REVIEW, AND DECISION-MAKING PROCEDURES

10.03.05 K.2.

10.03.05 O.2.

at the **development** phase which has infrastructure improvements available to the **parcel** of land upon which said improvements are to be made, or at a specified time provided for within the ordinance approving the rezone.

- L.** *Status of planning commission report and recommendations.* The report and recommendations of the planning commission required by section 10.02.08 D. through H. shall be advisory only and not be binding upon the board of county commissioners.
- M.** *Board of county commissioners: action on planning commission report.*
1. Upon receipt of the planning commission's report and recommendations, the board of county commissioners shall hold a second public hearing with notice to be given pursuant to the provisions of general law. The reports and recommendations of the staff and the planning commission on the application shall be presented prior to the close of the public hearing on the application. The **applicant** shall have the right, prior to the close of the public hearing, to respond to any contentions presented by any testimony or other evidence presented during the public hearing.
 2. In the case of all proposed changes or amendments, such changes or amendments shall not be adopted except by the affirmative vote of four members of the board of county commissioners.
- N.** *Failure of board of county commissioners to act.* If a planning commission recommendation is not legislatively decided within 90 days of the date of closing of the public hearing by the board of county commissioners, the application upon which the report and recommendation is based shall be deemed to have been denied, provided that board of county commissioners may refer the application to the planning commission for further study.
- O.** *Limitations on the rezoning of property.*
1. No change in the zoning classification of property shall be considered which involves less than 40,000 square feet of area and 200 feet of **street frontage** except: where the proposal for rezoning of property involves an extension of an existing or similar **adjacent** district boundary; within the broader land use classification of "C" districts, "RSF" districts, "RMF" districts, wherein such rezone is compatible with, or provides appropriate transition from, **adjacent** districts of higher **density** or intensity. However, the requirement of 200 feet of **street frontage** shall not apply to rezone petitions that provide 80 percent or more **affordable housing** units.
 2. Whenever the board of county commissioners has denied an application for the rezoning of property, the planning commission shall not thereafter:
 - a. Consider any further application for the same rezoning of any part or all of the same property for a period of 12 months from the date of such action;
 - b. Consider an application for any other kind of rezoning of any part or all of the same property for a period of six months from the date of such action.

CHAPTER 18.08 ZONING

ARTICLE IV: DISTRICT-SPECIFIC STANDARDS - OVERLAY ZONING DISTRICTS

Section 18.08.404. CPA Cooperative Planning Area Overlay District.

(c) District-Specific Site Compatibility and Adjacency Standards.

b. Internal density transfers allowed.

To the extent that land in such areas affected by this standard would be buildable under federal, state, or local regulations, the full eligible density may be utilized on other locations on the site.

c. Lot adjacency standards—Large-lot single-family residential (SFR)-to-SFR.

To provide adequate transition between varying sizes of single-family residential parcels designated one dwelling unit per five acres to one dwelling unit per acre, the minimum adjacent lot size shall be one acre.

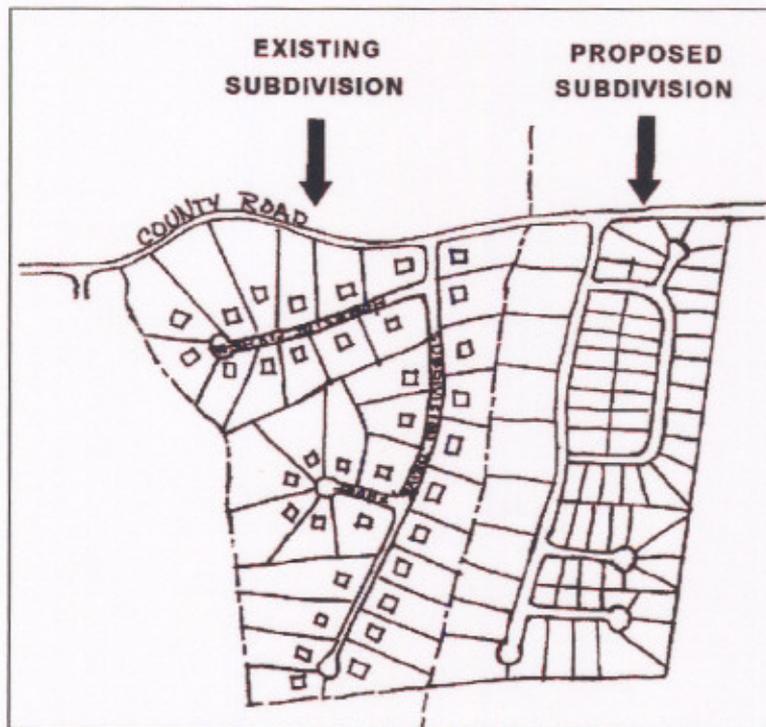
d. Lot adjacency standards—Single-family residential (SFR)-to-SFR.

To provide adequate transition between varying sizes of single-family residential parcels designated as one unit per acre or greater density, one of the following methods shall be utilized:

1. Parcel size matching.

The minimum lot sizes identified in the land use designation of the immediately adjacent developed subdivision shall be maintained at the edge of the proposed subdivision as depicted in Figure 18.08-16; or

FIGURE 18.08-16: PARCEL SIZE MATCHING



2. Buffering.

A "buffer zone" shall be established. When the buffer remains natural vegetation, the buffer zone shall be equivalent to 100 feet or one-half of the